

# Public Meeting Room A Delta Administration Building 7710 West Saginaw Highway Lansing, MI 48917

# TOWNSHIP BOARD COMMITTEE OF THE WHOLE MEETING AGENDA March 11, 2013 6:00 P.M.

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I.	CALL	1()	ORI	)KR

- II. **ROLL CALL Members:** Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, Trustees Dennis Fedewa, Jeff Hicks, R. Douglas Kosinski, Karen Mojica
- III. SET/ADJUST AGENDA
- IV. PUBLIC COMMENT
- V. COMMUNICATIONS
- VI. PRESENTATIONS
- VII. MANAGER'S REPORT
- VIII. DEPARTMENT REPORT
- IX. ITEMS OF DISCUSSION
  - 1. Community Development Fee Schedule
  - 2. Strategic Planning Discussion
- X. ADJOURNMENT

#### CHARTER TOWNSHIP OF DELTA

#### MARY CLARK, TOWNSHIP CLERK

Phone (517) 323-8500

Individuals with disabilities requiring auxiliary aids or services who are planning to attend Township meetings or hearings should contact the Clerk's Office by writing or calling in advance (323-8500) to inform them of the date of the meeting/hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.

#### February 13, 2013

To: Township Board, Delta Charter Township

From: Mark Graham, Community Development Department

Subject: Fee Schedules

Delta Township Manager Richard Watkins recently requested that the Community Development Department review their fee schedules to determine if revisions are warranted. I've reviewed the existing fees with the appropriate department personnel. I've also researched the fees of other municipalities and attempted to determine the actual costs incurred by the Township when processing the various permit applications. I offer the following:

#### **ENGINEERING DIVISION**

The Engineering Division doesn't have specific "permit" fees. The fees for "Engineering Services" that are billed to developers & contractors are based on the Inspectors' salaries and benefits, which are automatically adjusted by the Township Board via adopted Cost of Living increases. Thus, there shouldn't be a need to raise these fees independently.

#### **BUILDING DIVISION**

#### **General Comments**

- Section 22 of Michigan's State Construction Code Act mandates that local building permit fees bear a "reasonable relationship to the cost" of providing the building department service and that local units of government "shall not use the (building permit) fees for any other purpose" than running the department.
- 2. The State of Michigan's Bureau of Construction Code fees are provided herein as a general standard on which to base Delta Township's fees. Please note that the State fees are scheduled to increase on April 1, 2013. Most of the state fees cited were last increased on April 1, 2006.
- 3. The last time the Building Division fee schedule was adopted by the Township Board was on May 15, 2006.
- 4. If the Township Board supports initiating a comprehensive review of the Community Development Department fees, staff recommends that representatives of the Greater Lansing

Homebuilders Association & Greater Lansing Realtor's Association be contacted for their review & comment.

#### Re-Roof

- 1. Delta Township charges a \$45 fee to "replace roof boards when replacing shingles on residential buildings". However, we do not charge a fee for residential "re-roofs" as do other municipalities. (City of Lansing residential re-roof fee is \$70, Meridian Township is \$60.) The present system relies on the honesty of the contractor to contact the Building Division after the roof shingles are removed, report the need to replace roof boards, and then pay the \$45 fee.
- 2. Delta Township charges a re-roof fee for commercial buildings based on the value of the work which is the same procedure used by the City of Lansing.
- 3. It's recommended that a re-roof fee of \$70 for single family homes & garages be established. The former \$45 "replace roof boards" fee would be eliminated.

#### Application Fees, Final Inspection Fees, Additional Inspection Fees (Mechanical, Plumbing, Electrical)

- 1. The "base" permit application fees (includes 1 inspection) for Delta Township are \$45 for mechanical, plumbing & electrical permits, the final inspection fee for the three trades is \$45, and the fee for additional inspections is \$45. Since the fees were last reviewed six years ago there have been increases in inspector's wages and the cost of fuel.
- 2. State of Michigan "base" permit applications fees are scheduled to increase on April 1, 2013 from \$50 to \$75 for mechanical, plumbing & electric permits, \$75 for final inspections for the three trades, and \$75 for additional inspections. The State of Michigan increased their fees in 2006, the same year Delta Township last increased our fees.
- 3. The permit application fees (includes 2 inspections) in the City of Lansing are as follows: Electrical = \$70, Mechanical = \$70, & Plumbing = \$70. The additional inspection fees are \$50 for each of the three trades. The City of Lansing doesn't have a specific fee for final inspections, they merely apply the "additional inspection" fee of \$50.
- 4. The following fee increases are recommended:

Application Fee (includes 1 inspection) for mechanical, electrical & plumbing permits: increase from \$45 to \$70

Final inspection fee for mechanical, electrical & plumbing permits: increase from \$45 to \$70

Additional inspections for mechanical, electrical & plumbing permits: increase from \$45 to \$70

5. Examples of typical fees which would be incurred by homeowners under the new fee schedule:

Water Heater: \$70 Application Fee + \$5 for water heater permit fee

Furnace: \$70 Application Fee + \$30 for furnace permit fee

Electric Service Upgrade: \$70 Application Fee + \$25 electrical permit fee (up to 200 amps)

Pools, Decks & Re-Roofs: \$70 Application Fee

#### **Building Permit Fees**

1. Staff recommends that the Township's Building Permit fees for buildings valued under \$50,000 be increased from \$50 to \$70. Buildings with valuations over \$50,000 would experience a \$25 fee increase.

Building Value	<u>Fee</u>
\$1.00 to \$3,000	\$70
\$3,001 to \$50,000	\$70 for the first \$3,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$1,000,000	\$375 for the first \$50,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$5,600 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 to \$10,000,000	\$23,600 for the first \$5,000,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$10,000,000
\$10,000,000	\$41,100 for the first \$10,000,000 plus \$2.20 for each additional \$1,000 or fraction thereof

#### **Plan Review Fee**

When a plan or other data are required to be submitted in accordance with the code, except R3 structures and U structures having a building value of \$3,000 or less, a Plan Review Fee shall be paid at the time the building permit fee is submitted. Said Plan Review Fee shall be fifty per cent (50%) of the Building Permit Fee as shown in the Building Permit Fee Schedule noted above.

Exception: The Plan Review Fee for residential buildings and accessory buildings shall be

ten percent (10%) of the Building Permit Fee.

Building Value shall mean the value of construction as estimated by the contractor or homeowner. However, for the determination of building value per square foot such value shall not be less than that contained in the most current "Building Valuation Data" as provided by the International Code Council.

#### **Photovoltaic Systems** (Solar panels used to convert sunlight to electricity)

1. The fee schedule doesn't include a specific fee for photovoltaic systems. Staff's research didn't find any other municipalities specifying a fee for photovoltaic systems. At this time the Building Division is applying the "special inspection" fee of \$50 for such systems.

#### **Generators**

1. The Fee Schedule doesn't specify a fee for generators. It's recommended that a \$25 fee be adopted for generators (in addition to the proposed \$70 application fee). The inspection of generators typically necessitates multiple trips to the job site and involves extensive wiring.

#### **Fire Suppression Systems**

1. A \$30 minimum fee plus 75 cents per sprinkler head is presently charged for Fire Suppression System permits. It's recommended that this fee be increased to \$45 plus 75 cents per sprinkler head. (The State of Michigan fee is a \$20 minimum with an additional 75 cents per sprinkler head.) Fire Suppression Systems necessitate a rough inspection, a final inspection and if hydro testing is required, two additional inspections.

#### **Wood Patio Decks**

1. The fee for wood patio decks without roofs on existing single family homes is presently \$60. It's recommended that this fee increase to \$70. The typical deck inspection necessitates two trips to the job site and approximately a half hour of the building inspector's time.

#### **Pools**

1. The fee for swimming pools & hot tubs is presently \$50. It's recommended that this fee increase to \$70. Swimming pools & hot tubs typically necessitate a minimum of two inspections. Electrical permits for swimming pools & hot tubs would remain at \$25 (plus \$70 fee).

#### **Corrections to Fees**

Several of the fees in the 2012 fee schedule are in error. The fees should be revised as follows:

#### **Electrical Permits**

Feeders (per 50 ft.) The actual fee is \$15, not \$5 as was adopted

Signs – unit The actual fee is \$20, not \$60 as was adopted

Communications Fees All communications fees were terminated several years ago as

required by the State of Michigan. Communication installations, such as data lines, must comply with code requirements but such systems are exempt from fees. The

adopted ordinance stipulates fees ranging from \$5 to \$100 for communications fees.

#### **Services Performed Without a Fee**

- 1. All Trades Inspections for New Businesses. In the past year the Township has instituted a policy of mandating All Trades Inspections (Plumbing, Mechanical, Electrical, Building & Fire) for all new non-residential occupancies. Staff recommends that a fee not be charged for these inspections, many of which pertain to new businesses, to encourage the cooperation of building owners and prospective tenants. Meridian Township charges a \$60 new business inspection fee, East Lansing charges an \$80 Investigation Inspection Fee and the City of Lansing charges a Safety Inspection fee of \$100 for inspections of existing buildings for resale purposes. The State of Michigan has a \$100 special inspection fee pertaining to the sale of a building.
- 2. Red Tag Fee. Occasionally the Building Division "red tags" rental dwelling units to prohibit occupancy due to code violations. Typically the Township staff will have multiple inspections of the dwelling by the various trades to identify the violations and then confirm that the violations have been addressed and the property is safe to occupy. A recent example was the single family dwelling at 522 Winifred that had various code violations, several of which were related to the flooding of the building. It's estimated that the Building Division conducted at least a dozen inspections before the building was brought up to code and made safe to occupy. The City of Lansing charges a \$150 "red tag" fee. Tickets are an option for the Township to recover some of our costs. "Red Tag" dwellings may be foreclosures which makes it difficult to recover costs.
- 3. Temporary Certificates of Occupancy (TCO). The Township has issued TCOs in the past at no cost to the business proprietor. However, since there's no incentive for the proprietor to follow up and address the work items needed to obtain a Final Certificate of Occupancy, the TCO often "languishes". Staff recommends that consideration be given to mandating a refundable deposit or charging a monthly fee for TCOs which would encourage a follow up by business proprietors.

#### **PLANNING DIVISION**

#### **General Comments**

- 1. The Planning Division staff conducted a comprehensive analysis of the estimated costs incurred in processing the Division's various applications. The attached Appendix A provides the analyses for rezonings, special land use permits, site plan reviews, variances, lot splits & land divisions, and subdivision plats.
- 2. The last time the Planning Division's fees were adopted by the Township Board was 2007.
- The following discussion notes the present application fees for various Planning Division services, the estimated cost of the service and a recommendation as to whether the present fee should be adjusted.

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#### Rezonings

Present Fee: \$1,000

Estimated Costs to Process a Rezoning: \$815

Recommended Fee: \$800

#### Notes:

- 1. Michigan's Zoning Enabling Act was amended in 2006 such that only 1, rather than 2, newspaper ads is now required prior to the public hearing for a rezoning reducing the ad costs from approximately \$500 to \$125. The newspaper hasn't changed their ad rates since 2003.
- 2. In March 2010 the secretarial position in the Planning Division was eliminated. This resulted in the Assistant Planner performing several of the tasks related to the processing of rezoning applications at a higher wage rate.
- 3. It must be recognized that it's difficult to estimate a "generic" cost of processing a rezoning application because of variations in parcel sizes, the applicable codes & ordinances for a specific use, the available infrastructure in the area, traffic issues, etc.

#### **Special Land Use Permits**

Present Fees: \$650 (regular SLU)

\$125 (SLUs pertaining to home occupations or group day care homes)

\$200 (extension of an existing SLU permit)

\$1300 (SLU Permit & Rezoning applications filed together for the same parcel)

Estimated Costs to Process a Special Land Use Permit: \$815

Recommended Fees: \$800 (regular SLU)

\$125 (SLUs pertaining to home occupations or group day care homes)

\$200 (extension of an existing SLU permit)

\$1300 (SLU Permit & Rezoning applications filed together for the same parcel)

#### Notes:

- 1. Prior to 2006, Michigan Law mandated two newspaper ads for rezoning requests but only one ad for special land use permits. The Law now mandates only one ad for both rezoning & special land use permit requests. Thus, the costs of processing rezoning and special land use permit requests are approximately the same and it's assumed that the fee should also be the same.
- 2. The SLU permit fee for processing home occupation & group day care home requests has always been "artificially" low as an incentive for homeowners to come forward, file the necessary applications and comply with the Zoning Ordinance requirements.

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3. The \$1300 fee for processing rezoning & SLU permits filed together for the same parcel reflects the fact that the same legal description can be used for both parcels decreasing the size of the newspaper ads.

#### Site Plan Reviews

Present Fees: \$200 (sites 2 acres or less)

\$400 (sites over 2 acres)

Estimated Costs to Process a Site Plan: \$228 (sites 2 acres or less)

\$765 (sites over 2 acres)

Recommended Fees: \$200 (sites 2 acres or less)

\$500 (sites over 2 acres)

#### Notes:

- 1. The processing costs for site plans on sites 2 acres or less are significantly less because staff reports aren't prepared and there's no review by the Planning Commission.
- 2. The 2 acre "threshold point" for Planning Commission review of site plans was established in the Township's 1974 Zoning Ordinance. Staff doesn't know what the justifications were for the 2 acre "threshold point".
- 3. The amount of time required to review a site plan and draft a staff report varies significantly from case to case depending on the infrastructure available, the applicable codes & ordinances for the specific land use, the physical state of the property, input from the County Drain Office & Road Commission, etc.

#### Variances

Present Fee: \$300 (regular variance)

\$265 (sidewalk variance)

Estimated Cost to Process a regular variance application: \$468

Recommended Fees: \$350 (regular variance)

\$265 (sidewalk variance)

#### Notes:

1. The sidewalk variance fee was established in 2010 after an analysis of the actual costs incurred in processing an application. Sidewalk variances cost less to process than regular variances because the former do not require mail notices to property owners, newspaper ads, and a ZBA meeting.

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> 2. In the past it has been the policy of the Township Board to set the variance application fee "artificially" low in order to encourage property owners to file the necessary variance application & comply with zoning ordinance requirements rather than deciding to avoid applicable fees & ordinances.

#### Lot Splits (subdivision parcels) & Land Divisions (metes & bounds parcels)

Present Fees: \$100 (1 parent parcel & 1 additional split)

\$ 25 (for each additional split)

Estimated Cost to Process a Lot Split: \$160

Estimated Cost to Process a Land Division: \$102

Recommended Fees: Lot Split: \$150

Land Division: \$100

#### Notes:

1. The cost to process a Lot Split is greater than a land division because the former requires mail notices to property owners.

2. The 2008 economic slowdown has significantly decreased land division requests.

#### **Subdivision Plats**

Present Fees: Tentative Preliminary Plat \$250 plus \$10/lot

Final Preliminary Plat \$120 plus \$5/lot

Final Plat \$250

**Estimated Costs to Process:** 

Tentative Preliminary Plat \$609 Final Preliminary Plat \$228 Final Plat \$330

**Recommended Fees:** 

Tentative Preliminary Plat \$300 plus \$10/lot Final Preliminary Plat \$120 plus \$10/lot

Final Plat \$300

#### Notes:

1. The Planning Division has only processed one tentative preliminary plat in the past five years .

C:\rpt\studies\Fees for Community Development

### **APPENDIX A**

## 2012 ANALYSIS OF PLANNING DIVISION APPLICATION FEES

#### **Estimated Costs of Processing Land Division & Lot Split Requests**

#### Lot Split (Subdivision Parcel)

- 1. Review of Lot Split application, check ownership, filing of fee, issuance of receipt, assignment of case number, check legal description, creation of file folder, ½ hour @ \$23.79/hr. (C.G.) = \$11.90
- 2. Use GIS software to prepare mailing list with names & addresses, typical 25 notices, 1 hr. @ \$23.79/hr. (C.G.) = \$23.79
- 3. Typical 25 notices @ 50 cents postage each = \$12.50
- 4. Copy citizen notices, label envelopes, cost of envelopes, 25 cents each = \$6.25
- 5. Research & review of request by staff, preparation of staff report, location map, aerial photo for Township Board, 3 hours @ \$35.20/hr.\* = \$105.60

#### Total Estimated Cost of Processing a Lot Split Request = \$160.04

Present Fees: \$100 for one parent parcel & one split. \$25 for each additional parcel

#### **Land Division** (Metes & Bounds Parcel)

- 1. Review of Land Division application, check ownership, filing of fee, issuance of receipt, assignment of case number, check legal description, creation of file folder, ½ hour @ \$23.79/hr. (C.G.) = \$11.90
- 2. Review of proposed lot dimensions, ratio of width to depth, check for zoning compliance, note if private road access is proposed, 1 hour @ \$35.20/hr.\* = \$35.20
- 3. Research & review by Assessing Dept. staff, issuance of Land Division Compliance Certificate, revisions to twp. maps,  $1\frac{1}{2}$  hrs. @ \$37/hr. (B.T.) = \$55.50

**Total Estimated Cost of Processing a Land Division Request = \$102.60** 

Present Fees: \$100 for one parent parcel & one split. \$25 for each additional parcel

<sup>\*</sup>generic planner, G.B. (the median rate, not the mean/avg.)

#### <u>Notes</u>

- 1. Many communities base their lot split/land division fee on the number of lots created. It could be argued that Delta Township should adopt such a policy given the fact that the more lots that are proposed the more staff time which is required. In addition, creating a "sliding scale" for lot splits/land divisions would provide consistency in that a "sliding scale" has been used for subdivision plat fees for years.
- 2. Assessing Department personnel does most of the work when reviewing a land division request. They provided input in estimating the cost of processing a land division.

#### **Estimated Costs of Processing a Rezoning Application**

- 1. Review of Rezoning application, filing of fee, issuance of receipt, assignment of case number, check legal description, creation of file folder
  - $\frac{1}{2}$  hour @ \$23.79/hr. (C.G.) = \$11.90
- 2. Prepare mailing list via computer, send notices to property owners within 300 ft., post sign on property, place one ad in the two newspapers (Grand Ledge & Delta/Waverly)

#### Notice Costs:

- Use Assessing BS&A or GIS computer program to prepare mailing list with names & addresses, typical 25 notices, 1 hour @ \$23.79/hr. (C.G.) = \$23.79
- Typical 25 notices @ 50 cents postage each = \$12.50
- Copy citizen notices, label envelopes, envelopes, 25 cents each = \$6.25

#### Posting of Signs(s)

- Planner typically letters 2 signs, posts 2 signs, drives to & from site 1 hour, Generic Planner @ \$35.20/hr. = \$35.20

#### Newspaper Ad

- Preparation & Typing of Ad, staff e-mails ad to newspaper
- $\frac{1}{2}$  hour @ \$23.79/hr. (C.G.) = \$11.90
- Cost of Ad
- There isn't a typical ad size. The main determinant in the size of the ad is the length of the legal description for the property.
- For the purposes of preparing a cost estimate, we have used the cost of a 2 column ad, 8" vertical, the ad would be posted in both the Grand Ledge Independent & the Delta/Waverly Community News, state law requires the ad be placed twice in the newspaper prior to the public hearing & Notice of Introduction prior to final Board action & Notice of Adoption be placed following passage of the rezoning

2 column x 8" ad, appearing once in 2 newspapers = \$125.00
 Staff Responsibilities

Planning Department memos to Township Departments:

- Utilities Dept. (Water & Sewer),  $\frac{1}{2}$  hour @ \$35.20/hr.\* = \$17.60
- Fire Dept.,  $\frac{1}{2}$  hour @ \$35.20/hr.\* = \$17.60
- Engineering Dept.,  $\frac{1}{2}$  hour @ \$35.20/hr.\* = \$17.60

Planning Department memos to other agencies:

- Eaton County Road Commission,  $\frac{1}{2}$  hour @ \$35.20/hr.\* = \$17.60
- Eaton County Drain Commissioner,  $\frac{1}{2}$  hour @ \$35.20/hr.\* = \$17.60

Preparation of staff reports for Planning Commission & Township Board

- 6 hours @  $$35.20/hr^*$ . = \$211.20

Mailing of Packets to Planning Commissioners

- 9 packets @ est. postage cost of \$2.50/packet (\$22.50), plus 1 hr. of Assistant Planner copying reports, site plans, aerials, collating, etc. @ \$23.79/hr., total = \$46.29 ÷ 2 = \$23.14
  - \*An average of 2 cases (site plans, rezonings, plats) are included in each packet, thus a 50% figure has been assigned to a single rezoning case

Holding a Public Hearing

- Planning Commissioners are paid \$50/mtg. x 9 commissioners =  $$450 \div 2$  cases = \$225.00
  - \*An average of 2 cases (site plans, rezonings, plats) are included at each Planning Commission meeting, thus a 50% figure has been assigned to a single rezoning case

Transcription of Minutes

- 4 hours @ \$21.00/hour (A.S.) = \$84.00/2 cases = \$42.00

Total Estimated Cost of Processing a Rezoning Request = \$815.88

Present Fee = \$1000.00

#### <u>Notes</u>

- 1. None of the above wage rates for Planning Department employees include the costs of benefits.
- 2. The Township's three planners all prepare staff reports and do similar work. The cost of the senior planner (\$35.20/hr.) was used as a "generic" planner. If the Assistant Planner does the work the actual cost is slightly less, if the Planning Director does the work the cost is slightly more.
- 3. The wage rates for employees other than those in the Planning Division reviewing issues pertaining to a rezoning are not included in the above estimates.
- 4. The amount of time required for the research & drafting of a staff report varies significantly from case to case. An "average" time of 6 hours for staff report preparation has been assigned.

\*General Planner is G.B., the median wage planner

#### **Estimated Costs of Processing a Special Land Use Permit Application**

The costs of processing a Special Land Use Permit are estimated to be the same as the costs of processing a Rezoning application.

Total Estimated Cost of Processing an SLU Permit Application = \$815.88

Present Fees:
\$650 (regular)
\$125 (home occupation or group day care)

\$200 (extension of existing SLU)

#### Notes

1. Most communities in the Lansing area base their special use permit fees on acreage. Staff isn't convinced that there is a direct correlation between the size of the parcel and the time & expense in processing a special use permit request.

#### Estimated Costs of Conducting a Site Plan Review, 2+ Acre Sites

1. Pre-Application Conference

Typically the developer meets with a planner to review the applicable ordinance requirements, the location of the building footprint & parking lot, problems are identified

- No Charge
- 2. Sign Posting

A sign(s) is posted on the property informing the public that a site plan review is pending on the subject parcel

- Costs of Cardboard Sign, filling in information, driving to & from the site, actual posting of the sign, take digital photos of site for Power Point
- 1 hour, generic planner @ \$35.20/hr. = \$35.20\*
- 3. Citizen Notices = None Required
- 4. Newspaper Ad = None Required
- 5. Staff Responsibilities
  - Planning Division memos to Township Departments:

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-Utilities Dept. (Water & Sewer), \frac{1}{2} hr. @ $35.20/hr. = $17.60 -Fire Dept., \frac{1}{2} hr. @ $35.20/hr. = $17.60 -Engineering Div., \frac{1}{2} hr. @ $35.20/hr. = $17.60
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- Planning Division memos to other agencies:
  - -Eaton County Road Commission, 1 hr. @ \$35.20/hr. = \$35.20 -Eaton County Drain Office, 1 hr. @ \$35.20/hr. = \$35.20

- Review of Site Plan by Staff
  - Check for compliance with applicable standards
    - 3 hours @ \$35.20/hr. = \$105.60
- Preparation of Staff Report for Planning Commission
  - 6 hours @ \$35.20/hr. = \$211.20\*

Note: Staff reports are not prepared for sites less than 2 acres

- Mailing of Packets to Planning Commissioners
  - 9 packets @ est. postage cost of \$2.50/packet (\$22.50), plus 1 hr. of Assistant Planner copying reports, site plans, aerials, collating, etc. @ \$23.79/hr., total =  $$46.29 \div 2 = $23.14*$
- Holding Public Hearing
  - -Planning Commissioners are paid \$50/mtg. x 9 commissioners =  $$450 \div 2 \text{ cases} = $225.00*$
  - -An average of 2 cases (site plans, rezonings, plats) are included at each Planning Commission meeting, thus a 50% figure has been assigned to a single site plan review
- Transcription of Minutes

- 4 hours @ 
$$$21.00/hr$$
. (A.S.) =  $$84.00/2$  cases =  $$42.00$ 

Total Estimated Cost of SPR, site under 2 acres = \$228.80 Present Fee = \$200

\*Total Estimated Cost of SPR, sites over 2 acres = \$765.34 Present Fee = \$400

\* Asterisk denotes that these fees are *only* included for site plan review over 2 acres.

#### Notes

1. SPR for sites under 2 acres is less expensive because a staff report isn't prepared, a packet isn't delivered to planning commissioners and a public hearing isn't held.

- 2. The amount of time involved in the review of a site plan and drafting of a staff report varies significantly from case to case. An "average" time of 3 hours for the plan review and 6 hours for the preparation of the staff report has been used.
- 3. Many communities base their site plan review fees on a sliding scale, i.e. the larger the site the greater the fee. With the possible exception of residential sites, staff does not necessarily spend more time on larger sites. The largest sites are often industrial developments which are among the easiest to review. Very few site plans are processed for sites over 10 acres in size because larger developments are often phased.

#### **Estimated Costs of Processing a Subdivision Plat**

#### **Tentative Preliminary Plat**

- Review of application, filing of fee, review of documents from other agencies, check legal description to confirm property ownership, issuance of receipt, 1 hr. @ \$35.20/hr. (Generic Planner) = \$35.20
- Creation of files, ½ hour @ \$23.79 (C.G.), Planning Dept. = **§5.95** and ½ hour @ \$23.79 (C.G.), Engineering Dept. = **§5.95**
- Property owner notices: Use BS&A software to prepare mailing list with names & addresses, typical 25 notices, 1 hr. @ \$23.79 (C.G.) = \$23.79
- Typical 25 notices @  $50\phi$  postage each = \$12.50
- Copy citizen notices, label envelopes, envelopes,  $25\phi$  each = 6.25
- Preparation & typing of newspaper ad, staff e-mails ad to newspaper,  $\frac{1}{2}$  hr. @ \$23.79 (C.G.) = \$11.90
- Ad Cost = 2 columns, 8" vertical, appears once in 2 local newspapers = \$125
- Planning Division. review of lot sizes, lot widths, topography, street layouts, sidewalks, etc., 1½ hr. @ \$23.79/hr. = \$35.69
- Review of proposed utilities & easements by Twp. Engineer, 1 hr. @ 70.00/hr. (G.A.) = 70.00/hr.
- Planning Division authors memos to Fire & Utility Departments, 1 hr. @ \$35.20/hr. = \$35.20
- Review of plat by Fire Chief,  $\frac{1}{2}$  hr. @ \$46.99/hr. = \$23.50
- Review of plat by Utilities Director (T.M.),  $\frac{1}{2}$  hr. @ \$46.99/hr. = \$23.50
- Review of plat by Water System Supervisor (D.S.), ½ hr. @ \$37.32/hr. = \$18.62
- Planner authors letter to ECRC re. roads,  $\frac{1}{2}$  hr. @ \$35.20/hr. = \$17.60
- Planner authors letter to ECDC re. drainage, ½ hr. @ \$35.20/hr. = \$17.60

Planner prepares staff reports for Planning Commission & Township Board, 4 hrs. @ \$35.20/hr. = \$140.80

Total Estimated Cost of Processing a *Tentative Preliminary Plat* = \$609.11 Present Fee = \$250 + \$10/lot

Examples of fees received for recent tentative preliminary plats:

Shadow Glen Subdivision, 119 lots = \$1,440 Crawford Code Subdivision, 24 lots = \$490

#### **Final Preliminary Plat**

- Review of application, issuance of receipt for fee, review of documents from other agencies, creation of a file, 1 hr. @ \$35.20/hr. (Generic Planner) = \$35.20
- Review the stipulations attached to the Tentative Preliminary Plat approval, ½ hr. @ \$35.20/hr. = \$17.60
- Review of plans & profiles by Twp Engineer, 1 hr. @ \$70.00/hr. = \$70.00
- Prepare staff report for Twp. Board, Planner 2 hrs. @ \$35.20/hr. = \$70.40
- Preparation & holding of pre-construction meeting for utility installations, 1 hr. @ \$35.20/hr. (Generic Planner) = \$35.20

Total Estimated Cost of Processing a *Final Preliminary Plat* = \$228.40 Present Fee = \$120 + \$5/lot

Examples of fees received for recent final preliminary plats:

Shadow Glen Subdivision, 37 lots = \$305 Crawford Cove Subdivision, 25 lots = \$245

#### **Final Plat**

- Review of application, issuance of receipt for fee, review of documents from other agencies, 1 hr. @ \$35.20/hr. (generic planner) = \$35.20
- Township Engineer completes engineering checklist & reviews closure statement, 1½ hr. @ \$70.00/hr. = \$105.00

- Generic Planner provides estimates for lot irons & monuments inspection, ½ hr. @ \$35.20/hr. = **\$8.80**
- Inspection of lot irons & monuments for proper placement,  $1\frac{1}{2}$  hrs. @ \$27.04 (construction inspector) = \$40.56
- Preparation of staff report for the Township Board, 2 hrs. @ 35.20/hr. (generic planner) = \$70.40
- Township Clerk signs the final plat, "interim" copy stored at Engineering Division., Township maps updated to include the new plat, Building Dept. assigns address ranges for streets, 2 hr. @ \$35.20/hr. (generic planner) = \$70.40

Total Estimated Cost of Processing a Final Plat = \$330.36

Present Fee = \$250

#### General Comments Regarding Delta Township's Subdivision Platting Fees

- 1. The 2008 economic decline has virtually halted the development of new residential subdivisions. At this time there is only one subdivision under development being 9 lots in the Shadow Glen No. 3 Subdivision. It's anticipated that residential subdivision development will be very slow over the next five years as the existing inventory of vacant lots is "consumed". It's also assumed that in the future, subdivisions will be phased with approximately 10-15 lots per phase to avoid the up-front expense of installing infrastructure (streets & utilities).
- 2. The above estimates do not include costs associated with letters to local school districts, the Michigan Department of Environmental Quality and the Michigan Department of Transportation. Occasionally traffic impact studies, soils reports, wetland analyses, etc. need to be done and these costs are not included in the above estimates.
- 3. The Planning Division incurs more work during the preliminary plat process while the Engineering Division has more responsibilities during the final plat process.
- 4. Typically subdivisions are developed in phases following the approval of the Tentative Preliminary Plat. Thus, the Township may collect several final plat fees which is \$250 for each phase of the development.

- 5. The Township's preliminary plat fees base a portion of the fee on the number of lots in the subdivision. There is more work involved with larger subdivisions which have more lots in that each lot has to be checked for zoning standards (lot area & width), utility stubs, lot irons, etc.
- 6. None of the above wage rates include the costs of benefits.

#### **Estimated Costs of Processing a Variance Application**

- 1. Review of variance application, filing of fee, issuance of receipt, assignment of case number, check legal description, creation of file folder
  - $\frac{1}{2}$  hour @ \$23.79/hr. (C.G.) = \$11.90
- 2. Prepare mailing list, send notices to property owners within 300 ft., place 1 ad in the two newspapers (Grand Ledge & Delta/Waverly)

#### Notice Costs:

- Use Assessing BS&A or GIS to prepare mailing list with names & addresses, typical 25 notices, 1 hour @ \$23.79/hr. (C.G.) = \$23.79
- Typical 25 notices (a) 50 cents postage each = \$12.50
- Copy citizen notices, label envelopes, 25 cents each = \$6.25

#### Newspaper Ad

- Preparation & Typing of Ad
- $\frac{1}{2}$  hr. (a) \$23.79/hr. (C.G.) = \$11.90
- Cost of Ad
- There isn't a typical ad size. The main determinant in the size of the ad is the length of the legal description for the property. If more than 1 variance is requested the ad will be longer.
- For the purposes of preparing a cost estimate, we have used the cost of a 2 column ad, 8" vertical, the ad would be posted once in both the Grand Ledge Independent & the Delta/Waverly Community News.
- **\$125** for one ad

#### Staff Responsibilities

- Preparation of staff report for the Zoning Board of Appeals
- 4 hours @ \$23.79/hr.(C.G.) = \$95.16
- Visit site, take digital photos: 1 hour @ \$23.79/hr. (C.G.) = \$23.79

- Mail packets to Zoning Board of Appeals Members: 7 packets @ est. postage cost of \$2.50/packet (\$17.50), plus 1 hr. of Assistant Planner copying reports, site plans, aerials, collating, etc. @ \$23.79/hr., total = \$41.29 \div 3 = \$13.76
- An average of 3 variance requests appear on each ZBA agenda, thus a 33% figure has been assigned to a single variance request.

#### Holding Public Hearing

- Zoning Board of Appeal members are paid \$50/mtg. x 7 members = \$350
   ÷ 3 cases = \$117
- An average of 3 variance requests are considered at each Zoning Board of Appeals meeting, thus a 33% figure has been assigned to a single variance request.

#### <u>Transcription of Minutes</u>

4 hours @ \$21.00 hour (A.S.) = \$84.00/3 (assume 3 cases per meeting) = \$28

**Total Estimated Cost of Processing a Variance Application = \$468.75** 

Present Fees: \$300.00 (regular variance) \$265.00 (sidewalk variance)

#### Notes

- 1. The Assistant Planner, Christopher Gruba, serves as the staff resource person for the Zoning Board of Appeals.
- 2. The amount of time involved in the research and drafting of a staff report pertaining to a variance request varies significantly from case to case. An "average" time of four hours per staff report has been used.
- 3. In the past it has been argued that Township officials should set the variance fee "artificially low" in order to encourage property owners to seek a variance if necessary, rather than proceeding with the project without obtaining a permit.

## Delta Charter Township Strategic Plan 2013

#### **OVERVIEW**

On Saturday February 9, 2013 the Supervisor, Clerk, Treasurer, Members of the Board and Manager and Deputy Manager of the Charter Township of Delta identified and discussed their shared vision (2018) for the Township. The following reflects the shared views of the group as to the future direction, goals and objectives of the leaders of Delta Township.

#### **VISION TOUR 2018**

- Strong, vibrant Saginaw corridor
- Better stabilized Eastern Township
- Continue to manage growth of Western Township
- East Saginaw Highway planning tools in process
- Much different entrance to Saginaw East and West
- Encourage quality businesses examine tools
- Library with arts center and community center
- Developed park in SW quadrant timeline specific at minimum
- New trail system
- More extensively developed pathway system
- More destination complex/attraction
- More established identity
- Delta identification sense of community identity branding
- Better public involvement
- Township manages single family rental property at the maximum allowable efforts (Be aware of unintended consequences of decisions)
- Strengthened neighborhoods multiple approaches neighborhood party kit
- Public safety physical presence in/near industrial park
   SW quadrant
- Continue to offer top notch public safety
- Better substation services (not specific to patrol) ESCI
- Plan that demonstrates it is a working document that shows progress and opportunity for change
- Improved roads Road Commission identify issues through public input
- Integrated plans with Lansing Township etc.
- Make sure dashboard is always current and tells the story we want to tell

#### **MAJOR GOAL AREAS**

I. Economic/Community Development

#### II. Community Identity and Involvement

#### III. Infrastructure

#### GOAL AREA OBJECTIVES – ONE YEAR TASKS

#### I. Economic/Community Development

- East Saginaw Highway planning tools
- Continue to manage growth west township
- Neighborhoods develop and redevelop
- Encourage quality businesses
- Rental property management

#### **One Year Tasks**

- Encourage quality businesses
  - Use data and information from Saginaw corridor study leverage zoning ordinances to development
- East Saginaw Highway planning tools
  - Identify what we want area to be
  - What is optimal density? How much?
    - Identify tools existing and potential
    - Knowledge analysis
- Continue to manage growth west township
  - Encourage business development east of Broadbert
    - Possible exception neighborhood businesses
  - Educate and communicate with the board and the public the development tools we have now and identify the tools the Community Development Department needs
- Neighborhoods develop and redevelop
  - Stabilize east township neighborhoods
    - Identify neighborhood trends and statistics (rental versus owner, crime statistics, transient information)
    - Conduct door to door neighborhood surveys
- Rental property management
  - Density map is there a specific area needing more attention?
  - Study trends, issues and options

#### II. Community Identity and Involvement

- Identity and branding
- Support neighborhoods
- Library community center –arts center
- Destination
- New trails and parks SW quadrant
- Dashboard current trends/information
- Communication with residents

#### **One Year Tasks**

- Parks and Paths
  - Prioritize funding for implementing non motorized plan
  - Parks Department study best use for Mt. Hope land and bring proposal back to the board revisit the current plan
  - Encourage use of the parks encourage input and involvement of the neighborhoods

#### Neighborhoods

- Develop neighborhood party kit
- Develop a neighborhood watch type structure/committee to communicate information to neighborhoods with a representative from each neighborhood

#### Dashboard

• Develop yearend report for residents like East Lansing calendar

#### III. Infrastructure

- Improved roads Road Commission
- Continue strong public safety
- Better substations services
- Continue to review water and sewer capabilities

#### **One Year Tasks**

• Improved roads - Road Commission

- Create better relationship with Road Commission
- Demonstrate by meetings with County Road Commission
- Analysis of what we expect from the Road Commission
- Set priorities and ask for public comment
- Make the public aware of accomplishments

#### Public Safety

- Set metrics product
- Seek confirmation with the public
   Use web page quarterly magazine water bills, community news
- Better substation services
  - Identify service needs that are lacking and under local control
  - Inventory physical structure
  - Listing and confirm with the public improved public transit

#### • Improved Public Transit

- Routes in Township
  - Identify needs and determine cost
  - Implementation plan for the route

#### • Continue water and sewer capacity

• Plan ahead: each develop is measured for impact

Respectfully submitted by: Lewis G. Bender, PhD. lewbender@aol.com